

**AN ORDINANCE OF THE TOWN OF BLUFFTON  
ORDINANCE NO. 2020-07  
FISCAL YEAR 2021 BUDGET**

**TO PROVIDE FOR THE LEVY OF TAX FOR THE TOWN OF BLUFFTON FOR  
THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021;  
TO PROVIDE FOR EXECUTION OF AND TO PUT INTO EFFECT THE  
CONSOLIDATED BUDGET; AND TO PROVIDE BUDGETARY CONTROL OF  
THE TOWN'S FISCAL AFFAIRS.**

**BE IT ORDERED AND ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN  
OF BLUFFTON, SOUTH CAROLINA:**

**SECTION 1. APPROPRIATION.**

Funds are hereby appropriated as shown in the Consolidated Budget, the documents attached hereto and incorporated for reference as Attachments A, B, C, and D establishing a Consolidated Budget of \$34,223,867 consisting of the General Fund of \$19,363,015; the Stormwater Fund of \$2,043,817; the Capital Improvements Program Fund of \$9,185,407; and the Debt Service Fund of \$3,631,628.

**SECTION 2. ESTABLISHMENT OF PROPERTY TAX LEVY.**

A tax to cover the period from July 1, 2020, through June 30, 2021, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be levied, collected and paid into the Treasury of the Town of Bluffton for its uses at a rate of mills on assessed value of real estate and personal property of every description in the Town of Bluffton, except such property as is exempt from taxation under the United States Constitution and laws of the State of South Carolina. Said tax levy shall be collected by Beaufort County Treasurer and paid into the County Treasury for the credit of the Town of Bluffton for its corporate purposes a general fund levy of 36.80 mills and a debt service fund levy of 1.70 mills for at a total levy of 38.50 mills. However, Town Council reserves the right to modify these millage rates at its August 11, 2020 Council meeting.

**SECTION 3. ESTABLISHMENT OF VEHICLE TAG FEE.**

It is deemed appropriate by Town Council to create a vehicle tag fee and establish the rate at twenty-five dollars (\$25) and provide for subsequent annual increases as appropriate based on the Consumer Price Index. All residents who own and operate motor vehicles principally housed and garaged in the Town of Bluffton enjoy the benefits provided by the Town's ownership and maintenance of such roads and roadway improvements and such expense should be borne in large part by the owners and operators of motor vehicles in the Town of Bluffton. The Town Council is hereby authorized to utilize the funds collected from the vehicle tag fee and any other funds deposited into the restricted fund to be known as the "Vehicle Tag Fee Fund" for the following purposes:

1. Acquisition and/or Maintenance of Town-owned roads and pathways and roadway and pathway improvements within the territorial limits of the town;
2. Utilization for General Fund road and traffic related expenditures; and
3. Principal, interest, redemption premium and any other costs associated with debt incurred for a purchase authorized herein.

#### **SECTION 4. STORMWATER MANAGEMENT UTILITY FEES.**

The Stormwater Management Utility (SWU) provides funds for protecting the health of our valuable waters and reducing flooding due to storms in our community. The Town of Bluffton establishes the rate of the Equivalent Single-Family Unit at \$115.00. This consists of the following:

FEE	AMOUNT
Administrative Fee	\$ 5.00
Impervious Area (rooftops, driveways, parking lots, etc.)	\$ 85.00
Gross Area	\$ 25.00

See Master Fee Schedule as Attachment E for a breakdown of the new rates.

#### **SECTION 5. ESTABLISHMENT OF A MASTER FEE SCHEDULE.**

A Master Fee Schedule listing all fees charged by the Town for Fiscal Year 2021 is included and incorporated for reference as Attachment E.

#### **SECTION 6. OUTSTANDING BALANCE APPROPRIATION AND ENCUMBRANCES.**

The unobligated balance remaining from the prior fiscal year hereby remains in the fund and will be available for Fiscal Year 2021 appropriations.

Fiscal Year 2020 encumbrances of the Fund Balance will be provided for through a subsequent amendment of this budget ordinance to increase the funds from previous years and increase the appropriated budget expenditures.

#### **SECTION 7. TRANSFER OF FUNDS AND AMENDMENTS.**

The Town Manager or his designee is authorized to transfer any sum from one budget line item to another or from one department or division to another provided that no such transfer be made from one fund to another fund, conflict with any existing Bond Ordinance, or conflict with any previously adopted policy of Council. Changes or amendments that alter the total expenditures of any fund must be approved by Council.

#### **SECTION 8. CONTRACTS.**

The Town Manager or his designee is authorized to execute contracts on behalf of the Town within budgeted amounts. Contract amounts greater than that budgeted shall be subject to Council approval. All contracts greater than \$100,000 shall be subject to Council approval.

#### **SECTION 9. RATE OF EXPENDITURES.**

The Town Manager shall control the rate of expenditures within the Consolidated Budget so as not to exceed the amount of funds on hand. Any proposed tax and/or revenue anticipation notes shall be subject to specific Council approval prior to issuance.

#### **SECTION 10. RESERVE FUNDS.**

The following Designated Reserve Funds are established and fully funded:

**Emergency Recovery Fund** – This fund shall be funded at an amount equal to or greater than fifteen (15) percent of the current fiscal year General Fund expenditure amount. For Fiscal Year 2021, this amount is established at \$2,895,752.

**Vehicle and Equipment Replacement Reserve Fund** – This reserve shall be funded at an amount equal to 115% of the designated assets' prior completed fiscal year's depreciation cost from uncommitted Fund Balance. This funding will occur in years in which there is a positive net change in the prior year's fund balance. In addition, any insurance proceeds from totaled vehicles and proceeds from the sale of vehicles and equipment will be designated as reserved for future vehicle or equipment purchases. Debt Service requirements (lease principal and interest payments) are charged to Department Cost Centers and reduce the Vehicle and Equipment Replacement Reserve each year. For Fiscal Year 2021, this amount is established at \$811,050.

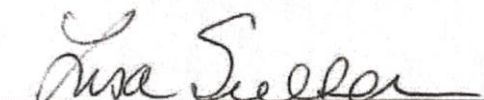
#### **SECTION 11. SEVERABILITY.**

Should any section, phrase, sentence, or portion of this Ordinance be found invalid by a court or competent jurisdiction, such finding shall not invalidate the remaining portions of this Ordinance.

#### **SECTION 12. EFFECTIVE DATE.**

This Ordinance shall be effective on July 1, 2020.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF BLUFFTON ON THIS 9<sup>th</sup> DAY OF JUNE 2020.**

  
Lisa Sulka, Mayor

ATTEST:



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Kimberly Chapman, Town Clerk

Attachments:

- A. General Fund Budget
- B. Capital Improvement Program Fund Budget
- C. Stormwater Utility Fund Budget
- D. Debt Service Fund Budget
- E. Master Fee Schedule

First Reading: May 12, 2020

Second and Final Reading: June 9, 2020

**Town of Bluffton**  
**General Fund Proposed Budget**  
**Fiscal Year Ending June 30, 2021**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>\$</b>	<b>% of</b>
	<b>Current</b>	<b>Proposed</b>	<b>Budget</b>	<b>Budget</b>
	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	<b>Change</b>
<b>Revenues</b>				
<b>Property Taxes</b>	\$ 6,300,000	\$ 6,533,000	\$ 233,000	3.7%
<b>Licenses &amp; Permits</b>				
Business Licenses	2,100,000	2,161,080	61,080	2.9%
MASC Telecommunications	70,000	68,000	(2,000)	-2.9%
MASC Insurance Tax Collection	2,200,000	2,341,000	141,000	6.4%
Franchise Fees (electric, gas, water, telephone, cable)	2,600,000	2,758,000	158,000	6.1%
Building Safety Permits	2,350,000	2,106,000	(244,000)	-10.4%
Application Fees	80,000	50,000	(30,000)	-37.5%
Administrative Fees	44,000	44,000	-	0.0%
Total Licenses & Permits	9,444,000	9,528,080	84,080	0.9%
<b>Grants and Entitlements</b>	399,895	410,000	10,105	2.5%
<b>Intergovernmental</b>	433,170	408,000	(25,170)	-5.8%
<b>Service Revenues</b>	965,000	618,035	(346,965)	-36.0%
<b>Fines &amp; Fees</b>	230,000	220,000	(10,000)	-4.3%
<b>Miscellaneous Revenues</b>	180,000	163,000	(17,000)	-9.4%
<b>Total Revenues</b>	<u>17,952,065</u>	<u>17,880,115</u>	<u>(71,950)</u>	<u>-0.4%</u>
 <b>Other Financing Sources</b>	450,000	-	(450,000)	-100.0%
<b>Transfers In</b>	1,787,049	1,482,900	(304,149)	-17.0%
<b>Total Other Financing Sources &amp; Transfers In</b>	<u>2,237,049</u>	<u>1,482,900</u>	<u>(754,149)</u>	<u>-33.7%</u>
 <b>Total Revenues and Other Financing Sources</b>	<u>\$ 20,189,114</u>	<u>\$ 19,363,015</u>	<u>\$ (826,099)</u>	<u>-4.1%</u>
 <b>Expenditures</b>				
Town Council	\$ 219,905	\$ 117,185	\$ (102,720)	-46.7%
Executive	935,673	923,516	(12,157)	-1.3%
Economic Development	405,120	405,120	-	0.0%
Human Resources	387,681	413,660	25,979	6.7%
Police	7,335,459	7,102,892	(232,567)	-3.2%
Municipal Judges	54,763	59,910	5,147	9.4%
Municipal Court	365,041	361,836	(3,205)	-0.9%
Finance	960,968	964,265	3,297	0.3%
Information Technology	1,176,638	1,245,776	69,138	5.9%
Customer Service Center	227,831	239,700	11,869	5.2%
Planning & Community Development	1,284,018	1,368,670	84,652	6.6%
Building Safety	772,581	680,505	(92,076)	-11.9%
Project Management	944,789	918,172	(26,617)	-2.8%
Public Works	1,886,748	2,064,708	177,960	9.4%
Non-Departmental (Townwide)	2,203,000	2,439,100	236,100	10.7%
<b>Total Expenditures</b>	<u>19,160,215</u>	<u>19,305,015</u>	<u>144,800</u>	<u>0.8%</u>
 <b>Other Financing Uses</b>				
Transfers Out to Capital Improvements Program Fund	1,028,899	58,000	(970,899)	-94.4%
<b>Total Transfers</b>	<u>1,028,899</u>	<u>58,000</u>	<u>(970,899)</u>	<u>-94.4%</u>
<b>Total Expenditures and Other Financing Uses</b>	<u>\$ 20,189,114</u>	<u>\$ 19,363,015</u>	<u>\$ (826,099)</u>	<u>-4.1%</u>

**Town of Bluffton**  
**Stormwater Fund**  
**Fiscal Year Ending June 30, 2021**

	<b>FY 2020</b>	<b>FY 2021</b>	<b>\$</b>	<b>% of</b>
	<b>Current</b>	<b>Proposed</b>	<b>Budget</b>	<b>Budget</b>
	<b>Budget</b>	<b>Budget</b>	<b>Change</b>	<b>Change</b>
<b>Revenues</b>				
<b>Licenses &amp; Permits</b>				
Stormwater Fees	\$ 1,381,295	\$ 1,678,667	\$ 297,372	21.5%
Plan Review and Inspection Fees	-	365,000	365,000	100.0%
Total Licenses & Permits	1,381,295	2,043,667	662,372	48.0%
<b>Grants and Entitlements</b>				
Grant Income	65,000	-	(65,000)	-100.0%
Total Intergovernmental	65,000	-	(65,000)	-100.0%
<b>Miscellaneous Revenues</b>				
Miscellaneous	-	150	150	100.0%
Total Miscellaneous Revenues	-	150	150	100.0%
<b>Total Revenues</b>	1,446,295	2,043,817	597,522	41.3%
 <b>Other Financing Sources</b>				
Prior Year Fund Balance	576,457	-	(576,457)	-100.0%
<b>Total Other Financing Sources</b>	576,457	-	(576,457)	-100.0%
 <b>Total Revenues and Other Financing Sources</b>	<u>\$ 2,022,752</u>	<u>\$ 2,043,817</u>	<u>\$ 21,065</u>	<u>1.0%</u>
 <b>Expenditures</b>				
<b>Operating</b>				
Watershed Management	\$ 1,320,973	\$ 1,190,783	\$ (130,190)	-9.9%
<b>Total Expenditures</b>	1,320,973	1,190,783	(130,190)	-9.9%
 <b>Other Financing Uses</b>				
<b>Transfers Out</b>				
Capital Improvements Program Fund	641,779	722,677	80,898	12.6%
General Fund	60,000	130,000	70,000	116.7%
Contribution to Fund Balance	-	357	357	100.0%
Total Transfers	701,779	853,034	151,255	21.6%
 <b>Total Expenditures and Other Financing Uses</b>	<u>\$ 2,022,752</u>	<u>\$ 2,043,817</u>	<u>\$ 21,065</u>	<u>1.0%</u>

TOWN OF BLUFFTON  
FY 2021 CAPITAL IMPROVEMENT PROGRAM FUND PROJECTS

pending

					FUNDING SOURCES														
	Current Projects	Revised FY 2020 Budget	FY 2020 Estimated Expenditure	Proposed FY2021 Budget	HTAX	LATAX	SWU	SWU Bond	TIF	Grants Proviso	General Fund	Boat Ramp	Buckwalter Park Fund	MCIP	MIDF	Utility Tax Credits	CIP Fund Balance	Other	
	COMPLETED PROJECTS FY2020																		
00041	Buck Island-Simmons ville Sewer Phase 4	46,183	46,183																
00045	Jason-Able Neighborhood Sewer	191,739	130,000																
00063	68 Boundary St (Martin) Park	718,776	718,779																
00064	184 Bluffton Road	287,028	287,028																
00069	Boundary Street Lighting	116,118	116,118																
00084	Veterans Memorial Park	166,610	166,610																
	CARRY FORWARD PROJECTS																		
00020	Land Acquisition	511,949	18,563	993,386	-	-	-	-	-	-	-	-	-	-	-	-	-	993,386	
00040	Buckwalter Place Multi-County Commerce Park	1,084,298	630,089	271,491		-	-	-	-	-	-	-	99,751	-	-	171,740	-	-	
00042	Calhoun Street Streetscape	322,714	65,000	242,714	-	-	-	-	542,714	-	-	-	-	-	-	-	-	-	
00044	Buck Island - Simmonsville Sewer Phase 5	1,730,756	750,000	1,243,718	-	-	297,796	-	372,671	462,962	-	-	-	-	110,289	-	-	-	
00050	Historic District Lighting, Signage, Parking & Streetscape Enhancements	228,772	100,000	188,550	-	-	-	-	188,550	-	-	-	-	-	-	-	-	-	
00052	Watershed Management	13,343	13,343	22,200	-	-	22,200	-	-	-	-	-	-	-	-	-	-	-	
00054	BIS Neighborhood Sidewalks & Lighting	532,374	532,374	405,203	-	-	-	-	405,203	-	-	-	-	-	-	-	-	-	
00055	Goethe - Shults Neighborhood Improvements Phase 2	151,427	151,427	997,449	-	-	-	-	497,449	500,000	-	-	-	-	-	-	-	-	
00059	Oyster Factory Park	90,808	90,808	26,600	-	26,600	-	-	-	-	-	-	-	-	-	-	-	-	
00060	Don Ryan Center for Innovation Upfit	435,338	435,338	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
00061	Sewer Connections	281,384	-	482,000	-	-	-	-	-	482,000	-	-	-	-	-	-	-	-	
00062	Calhoun Street Regional Dock	755,855	609,081	209,324	-	-	-	-	62,550	104,774	-	42,000	-	-	-	-	-	-	
00065	Wright Family Park	1,374,614	1,374,614	104,302	-	-	-	-	104,302	-	-	-	-	-	-	-	-	-	
00066	Oscar Frazier Park	62,000	20,832	105,100	-	-	-	-	105,100	-	-	-	-	-	-	-	-	-	
00067	Squire Pope Carriage House Preservation	76,350	76,350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
00070	Historic District Sewer Extension Phase 1	667,281	450,000	243,282	-	-	243,282	-	-	-	-	-	-	-	-	-	-	-	
00071	Historic District Sewer Extension Phase 2	35,845	35,845	348,940	-	-	-	348,940	-	-	-	-	-	-	-	-	-	-	
00072	Historic District Sewer Extension Phase 3	-	-	161,250	-	-	-	-	161,250	-	-	-	-	-	-	-	-	-	
00073	Historic District Sewer Extension Phase 4	-	-	141,125	-	-	-	-	141,125	-	-	-	-	-	-	-	-	-	
00074	Historic District Sewer Extension Phase 5	-	-	26,000	-	-	-	-	26,000	-	-	-	-	-	-	-	-	-	
00075	Historic District Sewer Extension Phase 6	-	-	31,250	-	-	-	-	31,250	-	-	-	-	-	-	-	-	-	
00077	Law Enforcement Center Facility Improvements	25,937	10,150	1,029,943	652,830	242,714	134,399	-	-	-	-	-	-	-	-	-	-	-	
00078	Public Works Facility Improvements	12,440	12,440	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
00079	Rotary Community Center Facility Improvements	29,389	29,389	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
00081	Garvin-Garvey House Interpretive Signage	43,518	43,518	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
00082	Bridge Street Streetscape	67,848	67,848	72,848	-	-	25,000	-	47,848	-	-	-	-	-	-	-	-	-	
00085	New Riverside Park / Barn Site	100,000	100,000	225,000	-	-	-	-	45,000	180,000	-	-	-	-	-	-	-	-	
00086	Park Improvements	79,000	13,310	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
00087	Town of Bluffton Housing Project	783,592	-	841,592	-	-	-	-	-	-	58,000	-	-	-	-	-	783,592	-	
00088	Town Hall Improvements	71,300	71,300	62,139	-	-	-	-	62,139	-	-	-	-	-	-	-	-	-	
00089	Ulmer Auditorium Improvements	151,058	151,058	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
00090	Technical College of the Lowcountry	500,000	-	500,000	-	-	-	-	-	-	-	-	-	500,000	-	-	-	-	
00091	Community Safety Cameras Phase 6	59,627	59,627	75,000	-	-	-	-	75,000	-	-	-	-	-	-	-	-	-	
00092	New River Trail	41,000	41,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
00093	Ghost Roads	49,000	49,000	20,000	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	
	NEW PROJECTS																		
P108	Boundary Street Streetscape	-	-	115,000	-	-	-	-	115,000	-	-	-	-	-	-	-	-	-	
	TOTAL	\$ 11,895,271	\$ 7,467,022	\$ 9,185,407	\$ 672,830	\$ 269,314	\$ 722,677	\$ 708,565	\$ 2,623,526	\$ 1,729,736	\$ 58,000	\$ 42,000	\$ 99,751	\$ 500,000	\$ 110,289	\$ 171,740	\$ 783,592	\$ 993,386	

**TOWN OF BLUFFTON  
DEBT SERVICE FUND  
FOR THE YEAR ENDING JUNE 30, 2021**

	<b>FY 2020 Current Budget</b>	<b>FY 2021 Proposed Budget</b>	<b>\$ Budget Change</b>	<b>% of Budget Change</b>
<b>Revenues</b>				
<b>Property Taxes</b>				
TIF District	\$ 2,299,500	\$ 2,429,000	\$ 129,500	5.6%
GO BABs	556,500	380,507	(175,993)	-31.6%
Total Property Taxes	<u>2,856,000</u>	<u>2,809,507</u>	<u>(46,493)</u>	<u>-1.6%</u>
<b>Licenses, Permits &amp; Fees</b>				
MID Fee	245,175	262,440	17,265	7.0%
<b>Intergovernmental</b>				
Federal Interest Rebate	92,300	-	(92,300)	-100.0%
<b>Miscellaneous</b>				
Interest	2,000	4,400	2,400	120.0%
<b>Total Revenues</b>	<u>3,195,475</u>	<u>3,076,347</u>	<u>(119,128)</u>	<u>-3.7%</u>
 <b>Other Financing Sources</b>				
Prior Year Fund Balance	-	555,281	555,281	100.0%
<b>Total Other Financing Sources</b>	<u>-</u>	<u>555,281</u>	<u>555,281</u>	<u>100.0%</u>
 <b>Total Revenues and Other Financing Sources</b>	<u><u>\$ 3,195,475</u></u>	<u><u>\$ 3,631,628</u></u>	<u><u>\$ 436,153</u></u>	<u><u>13.6%</u></u>
 <b>Expenditures</b>				
<b>Series 2014 TIF Bonds Debt Service</b>				
Principal	\$ 787,895	\$ 808,488	\$ 20,593	2.6%
Interest	143,786	123,193	(20,593)	-14.3%
<b>Series 2010 GO Build America Bonds Debt Service</b>				
Principal	245,000	210,000	(35,000)	-14.3%
Interest	288,615	166,371	(122,244)	-42.4%
<b>Miscellaneous</b>	50	50	-	0.0%
<b>Total Expenditures</b>	<u>1,465,346</u>	<u>1,308,102</u>	<u>(157,244)</u>	<u>-10.7%</u>
 <b>Other Financing Uses</b>				
<b>Transfers Out</b>				
Capital Improvements Program Fund	1,258,071	2,323,526	1,065,455	84.7%
Contribution to Fund Balance	472,058	-	(472,058)	-100.0%
Total Transfers	<u>1,730,129</u>	<u>2,323,526</u>	<u>593,397</u>	<u>34.3%</u>
 <b>Total Expenditures and Other Financing Uses</b>	<u><u>\$ 3,195,475</u></u>	<u><u>\$ 3,631,628</u></u>	<u><u>\$ 436,153</u></u>	<u><u>13.6%</u></u>

# Master Fee Schedule – FY2021

Section I	Miscellaneous Fees
Section II	Police Department Fees
Section III	Business License Fees
Section IV	Facility Rental Fees
Section V	IT/GIS Fees
Section VI	Growth Management Department Fees
Section VII	Storm Water Management Fees



# Master Fee Schedule – FY2021

## Section I – Miscellaneous Fees

Item/Description	Basis	Fee
<b>Printing, Reproduction, Documents</b>		
Black and White Photocopies (8.5" X 11" or smaller)	Per Page	\$ 0.20
Color Photocopies	Per Page	\$ 0.25
Photocopies Larger than 8.5" X 11"	Per Page	\$ 0.25
Photocopies Plotter/Large Format Copies of Plans	Per Page	\$ 6.00
CD Copy	Per Disc	\$ 5.00
Staff Time making copies (no less than a 30 minute charge)	Per Hour	\$ 25.00
<b>Election Fees</b>		
To Elect Council	Per Election	\$100.00
To Elect Mayor	Per Election	\$150.00
<b>Finance Fees</b>		
NSF Returned Check Fee	Per Check	\$ 30.00
<b>Old Town Business Directional Sign Fees</b>		
<b>Sign Production &amp; Installation</b>	Per Sign	At Cost

## Section II – Police Department Fees

Item/Description	Basis	Fee
<b>Police Services</b>		
Off-Duty Police Officer	Per Hour, Per Officer	\$52.50
<b>Police Reports, Photocopies &amp; Records</b>		
Police Report Copy Fee (No fee for victim)	Per Report up to 3 pages plus per page	\$ 5.00 + .25 cents per page above 3
Accident Report	Per Report up to 3 pages plus per page	\$ 10.00 \$ .25
Police Photographs, Audio or Video Recordings	Per Fee plus actual costs	\$ 20.00
	CD/DVD	\$ 5.00
<b>Police Permits</b>		
Precious Metal Permit	Allowed by State Law	\$ 50.00

## Section III – Business License Fees

Item/Description	Basis	Fee
<b>Taxation Fees</b>		
Hospitality Tax Fees	Per Quarter or Month	2% of Prepared Meals/ Beverages
Local Accommodation Tax Fees	Per Quarter	3% of Gross Revenue for rentals 30 days or less
Penalties – Business License, Hospitality Tax, and Accommodations Tax	Per Month	5% per month

# Master Fee Schedule – FY2021

## Section III – Business License Fees (continued)

Rate Class	Minimum Rate	Minimum Gross Receipt	Rate Per Thousand or Fraction Thereof Over Minimum Gross
1	\$ 50.00	\$ 10,000.00	\$ 1.00
2	\$ 50.00	\$ 10,000.00	\$ 1.20
3	\$ 50.00	\$ 10,000.00	\$ 1.40
4	\$ 50.00	\$ 10,000.00	\$ 1.60
5	\$ 50.00	\$ 10,000.00	\$ 1.80
6	\$ 50.00	\$ 10,000.00	\$ 2.00
7	\$ 50.00	\$ 10,000.00	\$ 2.20
8.1	\$ 50.00	\$ 10,000.00	\$ 1.00
8.2	See SC Code		
8.3	MASC Telecommunications		
8.4A	\$ 50.00	\$ 10,000.00	\$ 1.00
8.4B	\$ 50.00	\$ 10,000.00	\$ 1.00
8.5	\$ 50.00	\$ 10,000.00	\$ 1.00
8.6	\$ 30.00	\$ 10,000.00	\$ 1.00
8.7	MASC Insurance		
8.81	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.82	\$ 50.00	\$ 10,000.00	\$ 1.00
8.83	\$12.50 business license for operation of all machines (not on gross income)		PLUS \$12.50/machine
8.9A	\$ 50.00	\$ 10,000.00	\$ 1.00
8.9B	\$ 50.00	\$ 10,000.00	\$ 1.00
8.9C	\$ 50.00	\$ 10,000.00	\$ 2.20
Non Profit	N/A	N/A	N/A
<b><u>NON-RESIDENT RATES</u></b>			
<u>Unless otherwise specifically provided, all taxes and rates shall be doubled for nonresidents and itinerants having no fixed principal place of business within the municipality.</u>			

Item/Description	Basis	Fee
<b>Other Business License Fees</b>		
Annual Mobile Vending Fee	Paid Annually in addition to Business License Tax	\$400

## Master Fee Schedule – FY2021

### Section III – Business License Fees

#### Special Events

Item/Description	Basis	Fee
<b>Special Event Application Fee</b>	<ul style="list-style-type: none"> <li>• Per Application; or,</li> <li>• Per quarter if event is held more than twice a quarter</li> </ul>	\$ 50.00
<b>Special Event Permit Fee</b>	Paid by Special Event Sponsor	\$10.00
<b>Special Event Unlicensed Vendor Fee</b>	Per Unlicensed Vendor Paid by Sponsor	\$10.00

### Section IV – Facility Rental Fees

#### General

Item/Description	Basis	Fee
<b>Reservation Request (Non-Refundable)</b>	Per Facility	\$25.00
<b>Non-Resident Surcharge</b>	Percentage of Rental Fee	25%
<b>Bluffton Police Department Officer</b>	Per Hour	\$52.50
<b>Lost Key</b>	Each	\$25.00
<b>Lost Pass Card</b>	Each	\$25.00
Additional Notes: <ul style="list-style-type: none"> <li>• The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>• Upon approval of a facility rental request, the Reservation Request fee shall be applied towards the applicable facility rental fees.</li> </ul>		

# Master Fee Schedule – FY2021

## Section IV – Facility Rental Fees (continued)

### Rotary Community Center

Item/Description	Basis	Fee
<b>Private Event Rental</b>		
Rental Fee (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$400.00
Daily Rate	Per Day	\$500.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
<b>Non-Profit Rental</b>		
Rental Fee (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$200.00
Daily Rate	Per Day	\$300.00
Security Deposit	Per Event	\$150.00
Cleaning Fee	Per Event	\$100.00
<b>Meeting Rental</b>		
Rental Fee	Per Hour	\$ 50.00
Cleaning	Per Event	\$100.00
Additional Notes: <ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>All fees will be collected at the Customer Service Center at Town Hall.</li> <li>Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>Meeting rental cleaning fees may be negotiated based on meeting type, length, use, and frequency.</li> <li>A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start.</li> </ul>		

### Field of Dreams

Item/Description	Basis	Fee
4 Hour Access (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
Additional Notes: <ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>All fees will be collected at the Customer Service Center at Town Hall.</li> <li>Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized.</li> </ul>		

# Master Fee Schedule – FY2021

## Section IV – Facility Rental Fees (continued)

### Oyster Factory Park

Item/Description	Basis	Fee
<b>Reservation of Park East of Wharf Street</b>		
Rental Fee	Per Day	\$300.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$150.00
Rental Fee – Non-Profit	Per Day	\$150.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$75.00
Security Deposit	Per Rental	\$100.00
<b>Reservation of Park West of Wharf Street</b>		
Rental Fee	Per Day	\$100.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$50.00
Rental Fee – Non-Profit	Per Day	\$50.00
Less than Full Day (6 hour Reservation: 1 hour Setup, 4 hour Event, 1 hour Cleanup)	4-Hour Block	\$25.00
Security Deposit	Per Rental	\$100.00
Additional Notes:		
<ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all of the fees if it is deemed in the best interests of the Town of Bluffton.</li> <li>All fees will be collected at the Customer Service Center at Town Hall.</li> <li>Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the park not utilized.</li> </ul>		

### Martin Family Park and Public Park @ Buckwalter Place Commerce Park

Item/Description	Basis	Fee
4 Hour Access (6 hour Reservation; 1 hour Setup, 4 hour Event, 1 hour Cleanup)	Per Event	\$100.00
All Day Access	Per Day	\$150.00
Security Deposit	Per Event	\$150.00
Additional Notes:		
<ul style="list-style-type: none"> <li>The Town Manager or designee may waive any or all fees if it is deemed in the best interests of the Town.</li> <li>All fees will be collected at the Customer Service Center at Town Hall.</li> <li>Security Deposit may be refunded provided the park, facilities, and equipment are clean and returned to the condition that existed prior to the rental.</li> <li>A full refund of the Rental Fee and Security Deposit will be granted with cancellation notice at least 48-hours prior to the scheduled rental start or if an event is rained out and the part not utilized.</li> </ul>		

# Master Fee Schedule – FY2021

## Section V – IT/GIS Department Fees

Item/Description	Basis	Fee
<b>GIS Mapping Services – Existing Maps</b>		
11" X 17" (Tabloid Size) Printed and Trimmed	Per Map	\$ 10.00
34" X 44" (E-Size) Printed and Trimmed	Per Map	\$ 25.00
<b>GIS Mapping Services – Custom Maps</b>		
GIS Data Set Requests	Per Request	\$ 30.00
Anything up to Size 34" X 44" (E-Size) Printed and Trimmed	Per Hour	\$ 35.00
<b>Bluffton Street and Address Atlas</b>		
79 Double Sided 11" X 17" Bound Pages	Per Book	\$100.00

## Section VI – Growth Management Fees

### Building Safety Fees

Item/Description	Basis (Value of Construction)	Fee
Applications – Calculated Fees		
New Structures Commercial and Residential	\$500 - \$2,000	\$ 35.00
	\$2,001 - \$3,000	\$ 38.50
	\$3,001 - \$50,000	\$38.50 + \$5.00 per \$1,000 or fraction thereof over \$1,000
	\$50,001 and above	\$273.50 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Commercial and Residential	\$0 - \$1,000	\$ 35.00
	\$1,001 - \$2,000	\$ 70.00
	\$2,001 - \$3,000	\$ 77.00
	\$3,001 - \$50,000	\$77.00 + \$9.00 per \$1,000 or fraction thereof over \$3,000
Miscellaneous Construction Commercial	\$50,000 and above	\$500.00 + \$4.50 per \$1,000 or fraction thereof over \$50,000
Miscellaneous Construction Residential	\$50,000 and above	\$500.00 + \$4.00 per \$1,000 or fraction thereof over \$50,000
Multi-Family and Commercial Plans Check Fee	Each	75% of permit fee (non-refundable)
Residential Plans Check Fee	Each	50% of permit fee (non-refundable)

# Master Fee Schedule – FY2021

## Section VI – Growth Management Fees (continued)

### Building Safety Fees (continued)

Item/Description	Basis (Value of Construction)	Fee
<b>Application Fees</b>		
Construction Trailers	Each	\$100.00
Demolition	Each	\$ 50.00
Electrical < 200 amps	Each	\$ 25.00
Electrical (pools/spas/water features)	Each	\$ 25.00
HVAC Change Out (per unit, single family or multi-family residential)	Each	\$ 50.00
Water Heater Change Out (per unit, single family or multi-family residential)	Each	\$ 25.00
Manufactured Homes	Each	\$ 25.00
Moving a Structure	Each	\$100.00
Spa (portable)	Each	\$ 50.00
Swimming Pool or Spa Single Family	Each	\$100.00
Swimming Pool or Spa Commercial	Each	\$150.00
Irrigation Systems (per system)	Each	\$100.00
Tent or Air Supported Structure	Each	\$100.00
Water Feature (Fountains)	Each	\$100.00
First Re-inspection per each permit	Each	\$ 50.00
Failure to obtain inspection approval	Each	\$ 50.00
Subsequent re-inspections per each permit	Each	\$100.00
Safety Inspection	Each	\$100.00
Residential Plan Remarking	Each	\$ 50.00
Commercial Plan Remarking	Each	50% of plan check or \$200.00, whichever is less
Construction Board of Adjustments and Appeals Application	Each	\$ 75.00
Work without Applicable Permit	Each	Value of permit fee X 2
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>• Waiver of Fees. <ul style="list-style-type: none"> <li>○ Fees shall be waived for single family construction alterations to enlarge, alter, repair, remodel or add additions to existing structures when the value of said alteration is less than one thousand dollars (\$1,000.00). A permit is required. Mechanical work is not subject to this waiver.</li> <li>○ Fees of less than two hundred dollars (\$200.00) for repair or renovation of single-family structures when the work to be performed is sponsored by a 501(C)(3) organization shall be waived upon submission of a letter to the building official verifying the sponsorship of the work to be performed.</li> <li>○ The Town Council may waive any or all fees if it is deemed in the best interests of the Town.</li> </ul> </li> </ul>		

# Master Fee Schedule – FY2021

## Section VI – Growth Management Fees (continued)

### Building Safety Fees (Additional Notes continued)

- Plan checking fees.
  - When the value of construction for multi-family or commercial structures exceeds one thousand dollars (\$1,000.00) and a plan is required to be submitted, a plan checking fee shall be paid to the building department at the time of plan submittal and specifications for checking. Said plan checking fee shall be equal to seventy-five (75) percent of the building or miscellaneous permit fee.
  - Residential (Single Family) Plan Check Fees are required for all permits that require a plans check regardless of the value of construction. Said plans checking fee shall be equal to fifty percent (50%) of the building or miscellaneous fee.
  - A fee of fifty dollars (\$50.00) shall be charged for all remarking/rechecking of single family plans. Commercial remarking/rechecking fee shall be one half (½) of the original plan checking fee or \$200.00 whichever is less.
- Residential HVAC change out permits do not include duct work.

Additional details regarding fees are contained in the Municipal Code of the Town of Bluffton, Chapter 5, Official Construction Code, Section 109.Fees.

### Planning and Environmental Applications and Permits

Item/Description	Basis	Application Fee
Addressing	Each	\$0.00
Annexation:		
100% Petition	Each	\$500.00
75% Petition	Each	\$650.00
25% Petition	Each	\$650.00
Appeal	Each	\$250.00
Certificate of Appropriateness:		
Highway Corridor Overlay District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District	Each	\$100.00
Amendment	Each	\$50.00
Extension	Each	\$50.00
Historic District – Demolition	Each	\$250.00
Certificate of Construction Compliance	Each	\$50.00
Comprehensive Plan Amendment	Each	\$500.00
Designation of Contributing Structure	Each	\$250.00
Development Agreement:		
New	Each	\$2,000.00
Amendment	Each	\$2,000.00
Development Plan:		
Preliminary	Each	\$500.00
Final	Each	\$1,000.00
Amendment	Each	\$750.00
Extension	Each	\$300.00
Development Surety	Each	\$100.00
Emergency Permitting	Each	\$0.00
HD Signage and Site Features	Each	\$25.00
Exempt Plat	Each	\$25.00



# Master Fee Schedule – FY2021

## Section VI – Growth Management Fees (continued)

### Planning and Environmental Sustainability Fees (continued)

Item/Description	Basis	Application Fee
Printed Copy:		
Annexation Policy & Procedure Manual	Each	\$25.00
Application Manual	Each	\$55.00
Stormwater Design Manual	Each	\$60.00
UDO	Each	\$95.00
PUD Concept Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
PUD Master Plan:		
New	Each	\$500.00
Amendment	Each	\$250.00
Extension	Each	\$250.00
Public Project	Each	\$0.00
Sign	Each	\$25.00
Silviculture	Each	\$1,500.00
Special Exception	Each	\$250.00
Street Naming	Each	\$0.00
Street Renaming	Each	\$250.00
Subdivision:		
General:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Historic District:		
New	Each	\$100.00 + \$10.00/lot
Amendment	Each	\$50.00 + \$10.00/lot
Extension	Each	\$50.00 + \$10.00/lot
Transfer of Development Rights	Each	\$1,000.00
Tree Removal	Each	\$25.00
UDO Text Amendment	Each	\$500.00
Variance	Each	\$250.00
Zoning Map Amendment	Each	\$500.00
Zoning Permit	Each	\$25.00
<b>Additional Notes:</b>		
<ul style="list-style-type: none"> <li>Town Council may waive any or all fees for applications if it is deemed in the best interests' of the Town.</li> <li>Applications requiring additional Public Hearings above and beyond the number specified in the Growth Management Application Table in the UDO Application Manual shall be subject to a \$200.00 fee per additional Public Hearing.</li> <li>In the event that a Feasibility Study for an Annexation Application will need to be contracted out to a third party, the Application shall be responsible for the full cost of the Study.</li> <li>Building Permit and Business License Application Fees include the Zoning Permit Application Fee therefore, no additional fee is necessary.</li> </ul>		

# Master Fee Schedule – FY2021

## Section VI – Growth Management Fees (continued)

### Developmental Agreement Fees

Item/Description	Basis	Fee
<b>Bluffton Village</b> Commercial, Retail, and Multi-Family Space Individual Dwelling Units Dependency Units Boat Ramp Fee (per dwelling units)	Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$25.00
<b>Buckwalter</b> Single Family Residential (SFR) Affordable Housing SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Baynard Park, Hampton Lake, Resort Tract, Lawton Station, Northern Tract, Parkside, Rose Dhu Creek Phases II & III Boat Ramp Fee (per dwelling units)	Each          Each  Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
<b>Jones Estate</b> Single Family Residential(SFR) Affordable Housing < \$124,000 SFR < 2,000 sq. ft. SFR > 2,000 sq. ft. to 3,000 sq. ft. SFR > 3,000 sq. ft. Multi-Family (MF) – 1 bedroom Multi-Family (MF) – 2 bedroom Multi-Family (MF) – 3 bedroom Commercial Development Municipal Improvement Development Fee – All Residential Units Within: Cypress Ridge Boat Ramp Fee (per dwelling units)	Each          Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00
<b>Schultz Tract, New Riverside, Palmetto Bluff</b> Single Family Residential (SFR) Multi Family Commercial Per Square Foot Municipal Improvement Development Fee – All Residential Units Within: New Riverside Boat Ramp Fee (per dwelling units)	Each   Each Each	Fee Per Development Agreement Fee Per Development Agreement Fee Per Development Agreement \$900.00 \$25.00

# Master Fee Schedule – FY2021

## Section VI – Growth Management Fees (continued)

### Developmental Agreement Fees (continued)

Item/Description	Basis	Fee
<b>Village at Verdier Plantation</b>		
Single Family Residential (SFR) < 1,800 sq. ft.		Fee Per Development Agreement
SFR 1,801 – 2,400 sq. ft.		Fee Per Development Agreement
SFR 2,401 – 3,000 sq. ft.		Fee Per Development Agreement
SFR > 3,000 sq. ft.		Fee Per Development Agreement
Multi-Family (MF) – 1 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 2 bedroom		Fee Per Development Agreement
Multi-Family (MF) – 3 bedroom		Fee Per Development Agreement
Commercial Development		Fee Per Development Agreement
Boat Ramp Fee (per dwelling units)	Each	\$25.00
Additional Notes:		
<ul style="list-style-type: none"> <li>Town Council may waive any or all fees if it is deemed in the best interests of the Town.</li> </ul>		

## Section VII – Stormwater Management Fees

### Residential Land Uses

Residential Type	Factor	Fee
<b>Administrative Fee</b>		\$5.00
<b>Impervious Area Units (IA)</b>		\$85.00
Tier 1 – Single Family Unit ≤ 2,521 sq. ft.	0.50	
Tier 2 – Single Family Unit 2,522 to 7,265 sq. ft.	1.00	
Tier 3 – Single Family Unit ≥ 7,266 sq. ft.	1.50	
Mobile Homes	0.36	
Apartments	0.39	
Townhouses	0.60	
Condominiums	0.27	
Commercial (Impervious Area – IA; Square Feet – SF)	IA * 4,906 SF	
<b>Gross Area Charge (GA)</b>		\$25.00
First 2 acres	1.00	
For every acre above 2 acres and up to 10 acres	0.50	
For every acre above 10 acres and up to 100 acres	0.40	
For every acre above 100 acres	0.30	
<b>Town of Bluffton SWU</b>		\$115.00
The formula is as follows:		
Calculation of Tier 1 Single Family Units on less than 2 acres: $\$85 * .5 = \$42.50 + \$25.00 + \$5.00 = \$72.50$		
Calculation Example of Tier 3 Single Family Unit with GA of 7 acres: $\$127.50 + 25.00 + ((7-2) \times .5 \times 25 = 62.50) + 5.00 = \$215.00$		
Non-residential properties are charged the same rate as residential properties.		
Vacant Land is charged various runoff rates based on parcel category and whether land is disturbed or undisturbed. Fees can vary from \$0.44 to \$21.79 per acre.		

# Master Fee Schedule – FY2021

## National Pollutant Discharge Elimination System (NPDES) Fees

Item/Description	Fee
<b>Stormwater Plan Review Fee</b> Residential <1 acre (not part of subdivision) Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)	Exempt \$250.00 (\$5,000 max)
<b>Stormwater Plan Amendment/Resubmittal Fee</b> Residential <1 acre (not part of subdivision) Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)	Exempt \$150.00 (\$2,500 max)

## National Pollutant Discharge Elimination System (NPDES) Inspection Fees

Item/Description	# of Acres	Fee
<b>Erosion Control Inspection &amp; Re-Inspection Fees</b> Residential <1 acre (not part of subdivision)		\$25.00/inspection
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)	0.0-0.99 acres 1.0-5.0 acres 4.01-10 acres 10.01+ acres	\$150.00/inspection \$250.00/inspection \$350.00/inspection \$450.00/inspection
<b>Re-Inspection Resulting for Notice of Violation Fee</b> Residential <1 acre (not part of subdivision)		\$100/inspection \$200 to remove Stop Work Order
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)		\$150/inspection \$250 to remove Stop Work Order
<b>Waiver Request</b> Residential <1 acre (not part of subdivision)		Exempt
Residential (single family or subdivision), Multi-family, or Non-residential per disturbed acre (round up to the next whole acre)		\$ 350.00